

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of May was held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on Monday, May 19, 2014.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. Ronald J. Fioravanti, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Ms. Sherryann I. Fonseca, Comptroller; Mr. George F. Eisenhauer, Purchasing Agent; Ms. Gloria J. Guard, Property Manager; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Carolyn K. Bower, Section 8 Coordinator; Mrs. Stacey J. Keppen, Social Services Director; Mr. Frederick H. Prutzman, Building Construction Inspector; Mrs. Marilyn Guzman, Clerk Typist 2; and Ms. Janice M. Eickhoff, Clerk Typist 3. Ms. Laura Shelton, CWRC Treasurer; Attorney Edwin Stock, Solicitor for the Authority and Valdis Lacis, Reading Eagle Reporter were also present.

Mr. Belinski, Chairman, called the regular meeting to order and upon roll call those present and absent was as follows:

Present: Mr. Steven E. Belinski
 Mrs. Rebecca Acosta
 Ms. Tina White

Absent: None

The Chairman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Mrs. Acosta and second by Ms. White approving the minutes of the regular monthly meeting held April 22, 2014. The motion was carried unanimously.

A motion was made by Mrs. Acosta and second by Ms. White approving the bills as submitted by Ms. Fonseca for the period of April 1, 2014 to April 30, 2014. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of April 2014.

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$4,665,185.10	\$3,073,285.29	\$310,117.80	\$ 8,048,588.19
P-4628 General	24,533.68	99,000.00	0.00	123,533.68
P-15 General	710,772.82	954,175.86	77,530.50	1,742,479.18
Payroll	0.00	179,794.00	(179,794.00)	0.00
River Oak Apts.	7,566.62	0.00	44,231.22	51,797.84
Total	\$5,408,058.22	\$4,306,255.15	\$252,085.52	\$ 9,966,398.89

ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING

2008		2009		2010		2011		2012		2013		2014												
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar								
1.8	1.7	1.9	2.3	2.10	2.3	2.5	3	3	2.90	2.80	3	2.6	3.2	3.5	3.1	2.6	3.4	2.7	3.4	4.2	3.2	5.7	5.9	4.3

Staff is working hard to reduce these amounts in hopes to get them to a more reasonable level. However, the increases are due to our finding discrepancies between what the residents claim they are earning and what is on their tax returns.

HABITAT FOR HUMANITY – I have been working with Habitat for Humanity to determine if we can participate in their program in some way shape or form. I am hoping to develop a Habitat hybrid program in which we pay for the costs for acquisition and rehabilitation and will be reimbursed from HOME money for the difference between the mortgage (mortgage will be held by Habitat and will be paid back to RHA) and the cost of the building and rehabilitation costs along with interest.

If we do this (and make sure it is permissible under the HOME program) we will be reimbursed for everything paid out along with interest (paid up front) and will be re- paid the end of the day and there will be new homeowners. I am still in discussion with Habitat and they need to verify the national office approves and the City Community Development Office approves of the program. In addition, Sherry will have to verify it is workable on our side.

This matter is still being researched and there have not been any changes since the last Board meeting.

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) – The City of Reading is the lead agency and RHA and Our City Reading Inc., (OCR) are partners in this project. Currently, 201 North 3rd Street, 331 Elm Street and another unit at 460 Centre Avenue are in the mix for units owned by RHA for the NSP program. We have filled all of the three units at 460 Centre Avenue with tenants at or below 50% of median income. They are nearing the completion of 201 N. 3rd and 331 Elm Street and those units will be ready for rental in the coming months.

Albert would like to have these units rented to Artists and I have asked him for a listing and or ideas as to how he would like us to advertise and select Artist for these units. We do not have any problems with this as long as they meet the income restriction of 50% of median income. I have asked him on numerous occasions to provide me with the information on the Artists and if I do not get that soon and the units are available for occupancy we will have to fill them with other income qualified people.

I have been told we will be getting these units in the near future, but do not have a date as yet.

RENTAL ASSISTANCE DEMONSTRATION (RAD) – Out of the 60,000 units HUD was interested in having participate in this program, only 11,000 units were submitted and approved nationwide. This represents just 18% of the number of units HUD wanted in the program. It fell far short and perhaps it is related to the flaws in the program funding.

There are some attractive issues for participating in this program; the major one supposedly is not being under the public housing regulations. The most unattractive issue is the lack of or uncertainty of funding and other related issues. We have not and do not plan to apply at this time. We will monitor how this program works for some agencies over the long run.

I will keep you posted on any new developments in this program. To date there have not been any new updates on the RAD program.

YOUTHBUILD – This program is moving along and the participants are installing ceramic tile in the bathrooms at Sylvania and Oakbrook Homes. This will alleviate most, if not all, of our maintenance concerns with the bathroom flooring. For the most part they were not moving very quickly, but they have been picking up speed.

WELLNESS PROGRAM – The Wellness program at RHA may be in the newspaper sometime in the future regarding the success of our different programs and collaborations we have with different organizations. I thought I would mention this if and when they appear in the newspaper. Also, the Wellness program has three Universities working with us in providing services. Currently, we have the University of Pennsylvania, Drexel and Alvernia University working with us in this area and should bode well for us in the long run.

There have not been any changes in this since the last Board meeting.

BOOKBINDERY APARTMENTS – The Reading Redevelopment Authority (RRA) took ownership of the Bookbindery Apartments and RHA at their request has been helping manage the building since they took over ownership. I have informed Adam Mukerji that we will not be able to manage the Bookbindery Apartments as of May 31. I asked Adam Mukerji to give me a date as soon as possible to coordinate the turnover process, as of May 12, 2014, he has not contacted me to set up the meeting.

Vacant Unit Report for the Current Month

	<u>Units Scheduled To Be Leased</u>	<u>Unit Accepted By Eligible Applicant</u>	<u>Unit Scheduled Transfer</u>	<u>Unassigned Units</u>	<u>Total Vacant Units</u>
Glenside	2	1	2	2	7
Hensler	0	0	1	0	1
Oakbrook	1	1	1	0	4
Franklin	0	0	1	0	1
Kennedy	1	0	0	0	1
Rhodes	1	0	1	1	3
Eisenhower	3	0	1	0	4
Hubert	0	0	0	1	1
Total Conventional					
Public Housing	8	2	7	5	22
Scattered Sites	0	0	0	0	0
Sylvania Homes	1	1	0	1	3
726 N. 11th St.	0	0	0	0	0
River Oak	0	1	0	3	3
NSP Units	0	0	0	0	0
Total	9	3	7	8	28

Our current occupancy rate is high at 98.63% for Public Housing. The leasing rate for all of our units we own (a total of 1808) comes to 98.41%. Of the 22 vacant units, 8 are scheduled to be leased, 2 have been accepted by applicant, 7 are transfers and 5 units remaining units are unassigned.

Please note the transfer units are units, which in most cases the occupants are either over-housed or under-housed and need to be moved to a more appropriate size unit. In some cases, there may be other factors whereby a unit transfer is appropriate and done on a case-by-case basis. But also means, we are creating another vacant unit and will now have to rehabilitate the unit and fill it. As I mentioned before, these unit transfers are required to ensure people are in the correct size units and are not over or under housed.

The above leasing rate is a snap shot of the status of our units on a particular day as opposed to the annualized and monthly vacancy rates noted in other sections. It represents the status of our vacant units as of the day this information was requested and is the reason it differs from what the total monthly vacancy rate is reported.

RHA PAINTING PROGRAM FOR OCCUPIED UNITS – We continue the painting program and hope funding cuts do not affect our efforts. We want to make sure each and every unit was and is painted at least once every ten years. To date, this program is going well and we are well ahead of schedule in regards to having all units painted once every ten years. Not many units are being done at this time as we are up to date.

DEVELOPMENT WAITING LIST STATUS

<u>Bedroom Size</u>	<u>P/H</u>	<u>Contacting</u>	<u>Waiting Period</u>	<u>Sylvania</u>	<u>River Oak</u>
Studio	113	10/12	12-24 months	N/A	N/A
One Bedroom-Family/Elderly	208	05/11	24-36 months	30	N/A
Two Bedroom Family	235	05/11	34-36 months	12	5
Three Bedroom Family	174	10/12	12-24 months	4	8
Four Bedroom Family	9	05/11	24-36 months	3	N/A
Five Bedroom Family	42	08/12	12-24 months	N/A	N/A
<u>Total</u>	781			49	13

Applications for Public Housing are still being processed and the numbers above will go up as the processing of the applications is completed.

CITY OF READING LAND BANK PROGRAM – The City of Reading is in the midst of instituting a Land Bank program in the City and asked if it would be possible to contract with RHA to perform some of the day to day maintenance on the properties. I said once they have formed the Land Bank and decided on what they would like in this kind of program I would approach the Board on this matter. As it stands now the Land Bank is in the process of being developed and established. In any case, RHA would be paid for any services we provided.

As I noted before, everything is in the planning stages and nothing has been decided on who, what, where and when this will occur, though I know at some time it will become a reality. I will keep the Board informed of any developments in this area and think this will be an exciting program for the City of Reading. I believe any support we can give the City of Reading to make this successful would be appreciated.

There has not been any new development on this to date.

RHODES AND EISENHOWER WALL REBUILDING – The work has begun to an extent as the brick are not expected until early July so the majority of the work will be in preparation of the brick being delivered.

PARK PLACE ON PENN STREET PROJECT- I spoke to the Realtor regarding the marketing of Park Place on Penn and she informed me of the following:

- Advertising geared towards Urban Lifestyle.
- Hold Open Houses.
- Work on selling the City of Reading as a place to live.
- Work on a special mortgage program for condos.

The RFQ for a Builder/Developer is still in process and hope to have someone on board in the near future.

BERKS WOMEN IN CRISES – I was called by the Berks Women in Crisis who have a Project Based Section 8 Certificate program at the Emma Lazarus development which expired 2/28/14.

They requested a renewal to Project-Based Voucher program. Reading Housing Authority will convert the program from Project-Based Certificates to Project-Based Vouchers effective 3/1/2014 for one year.

There was discussion regarding them wanting to divest themselves of this property but have not heard anything more regarding this. There has been no update or changes regarding this item.

EISENHOWER AND RHODES GARDENS – The Conservancy has given us funds to install gardens at Rhodes and Eisenhower and we are in the midst of installing these at this time. This means we have gardens at Glenside, Kennedy and now Rhodes and Eisenhower. It is hope in the next few years we expand these gardens to all of our developments wherever they are possible. I am not sure if Hubert is feasible as there really is not much space available for a garden. However, our staff and residents are very imaginative so anything is possible and fully expect them to come up with a solution.

A motion was made by Mrs. Acosta and second by Ms. White to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5732

RESOLUTION AWARDING THE
STOKES STITT MEMORIAL SCHOLARSHIP.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

THAT the Stokes Stitt Memorial Scholarship be awarded to Jessica Murillo (Glenside Homes) and Mercedes Copeland (Oakbrook Homes), residents of the Reading Housing Authority, for the 2014-2015 academic year. The Stokes Stitt Memorial Scholarship is for a maximum of \$2,000.00 per year for each student.

THIS Resolution shall be effective May 19, 2014.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5733

RESOLUTION APPROVING THE SECTION EIGHT
MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Commissioners of the Reading Housing Authority that the Section Eight Management Assessment Program [SEMAP] Certification for fiscal year ending March 31, 2014 is hereby approved.

THIS Resolution shall be effective May 27, 2014.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5734

RESOLUTION APPROVING CHANGE ORDER NO. 3
TO THE CONTRACT WITH HIRNEISEN ELECTRIC, INC.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the Commissioners of the Reading Housing Authority do hereby approve Change Order No. 3 submitted by Hirneisen Electric, Inc., in the amount of \$24,433.75.

Project Name & Location: Fire Panel Upgrade @ 5 RHA High Rises.

Description of Change: Due to final system programming, Honeywell's Graphic Interface and additional following scope of work a 30 day Contract extension is hereby requested. This will establish May 30, 2014 as the approximate completion date in lieu of the previous completion date of April 30, 2014.

The following work is required: Speaker in corridor near Apartment 401 at Franklin.

At Kennedy speakers in living rooms 418 and 817, replace smoke detectors in storage

room 0116 & outside the storage room 0116, lower strobes in ADA rooms 114, 209, 411 and 503 to 24”.

At Eisenhower relocate (Qty. 28) corridor visual units, add 120 volt power for Fire Alarm panel, add 1 smoke detector in the mail room, add 1 smoke detector in the Manager’s office within the lounge, add 2 smoke detectors at the top of the stairs, remove (Qty. 6) speakers in the stairs, add 1 speaker/strobe in the Boiler Room, 1 pull station at the rear door and add a heat detector for the equipment storage room.

At Rhodes add heat detector for the equipment storage room, a strobe in Apartment 407, a speaker in Apartment 605, add 3 strobes in Apartment 511 for ADA compliance, relocate the corridor visual units (Qty. 28), add 120 volt power for Fire Alarm panel, add 1 smoke detector in the mail room, add 1 smoke detector in the lower level bathroom, 1 smoke detector in the corridor outside Office 0113, remove the speakers in the stairs (Qty. 6), add 1 speaker/strobe in the Boiler Room and add 2 pull stations at the front and rear door.

Statement of Justification: The majority of these changes were at the request of the Fire Marshall and were reviewed and approved by RHA and Kautter & Kelley Architects. Supporting information has been documented.

2. THIS Resolution shall be effective May 19, 2014.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5735

RESOLUTION APPROVING THE TERMS AND AUTHORIZING
THE EXECUTION OF A SERVICE AGREEMENT WITH
HONEYWELL BUILDING SOLUTIONS FOR
PREFERRED SECURITY SYSTEMS INSPECTION SERVICES.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the terms of the service agreement with Honeywell Building Solutions for Preferred Security Systems Inspection Services to maintain security systems hardware and software found in all Reading Housing Authority developments, are hereby approved, the said one-year agreement with the option to renew for five years, to be in substantially the following form:

AGREEMENT ON FILE IN THE COMPTROLLER'S OFFICE.

2. THIS Agreement is in the amount of \$70,700.00.
3. THIS Resolution shall be effective June 1, 2014.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

There being no further business to come before the Commissioners, a motion was made by Mrs. Acosta and second by Mr. Belinski to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at William W. Willis Center for Administration, 400 Hancock Boulevard, Reading, Pennsylvania, on Tuesday, June 24, 2014.

Recording Secretary